

Community Contact

Manitoba Aboriginal and Northern Affairs

For and
About Local
Government
Development

May 2005

ANA Publishes Health
and Safety Manual

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ANA Publishes Health and Safety Manual

When the Manitoba Legislature revised *The Workplace Safety and Health Act* in 2002, they included significant changes in responsibility for employers, supervisors, workers, contractors, owners and suppliers. The changes included a requirement to develop a written workplace health and safety program.

Manitoba Aboriginal and Northern Affairs (ANA) responded by producing *A Safe Workplace – A Workplace Safety and Health Manual for Your Community*. The new publication includes information about:

- policy
- responsibilities
- hazard assessment and inspection
- emergency response
- chemical and biological hazard control
- contractor safety
- incident investigation, dangerous occurrences and right to refuse dangerous work
- workplace safety and health training - requirements
- workplace safety and health representatives and committees
- program evaluation and revisions
- rules, procedures, practices and guidelines
- legislation and resource publications

This past winter, councillors, community administrators and clerks in Thompson, Dauphin and Winnipeg attended information sessions on safety and health rights and responsibilities for supervisors prepared by Manitoba Labour and Immigration. ANA prepared an overview of the program and regional office staff began visiting ANA communities to present the overview to remaining councillors and employees. Regional staff will help communities apply the safety and health program.

Workplace safety is a shared responsibility. ANA, community councils and council employees are all responsible for learning about and applying *The Workplace Safety and Health Act*.



Workplace Safety and Health Issues

Raised at Regional Workshops

*The philosophy of
The Workplace Safety and
Health Act is that everyone
has a shared responsibility
for safety. This includes
ANA and their employees,
community councils and
community council
employees.*

To introduce changes in the Workplace Safety and Health Act, regional workshops were held in Thompson, Dauphin and Winnipeg to introduce a community workplace safety and health program. The one-day workshops provided attendees with an overview of the Safety and Health Responsibilities for Supervisors facilitated by Manitoba Labour and Immigration as well as an introduction to the program, which was facilitated by Manitoba Aboriginal and Northern Affairs (ANA). The following responses have been developed to address the issues that were raised at the workshops.

Introduction of the Program – A Safe Workplace – A Workplace Safety and Health Manual for Your Community

The regional workshop provided an overview of the manual. Individual community visits are being held now. This will give councils as well as employees another opportunity to review the program. It is anticipated that the timeframe between the workshop and the visit will provide additional time to read through the manual and digest the information so questions can be asked at the community visits.

Workplace Safety and Health Responsibilities

The philosophy of *The Workplace Safety and Health Act* is that everyone has a shared responsibility for safety. This includes ANA and their employees, community councils and community council employees.

Due diligence means everyone with responsibility for safety and health must take every precaution reasonable in the circumstances to avoid a work related injury or illness.

A key element of **due diligence** is to provide a workplace safety and health program and training. ANA has developed a manual (*A Safe Workplace – A Workplace safety and Health Manual for Your Community*) for council's use at the community level. Training for council members and employees is also being delivered.

The provincial government provides comprehensive liability insurance coverage to all councils. However it is important to note that ignorance of liability does not limit your liability. Councils can lessen the risk by doing everything reasonable (due diligence) in implementing the program.

Workplace Safety and Health Officer

ANA recognizes that the implementation of this program will take time and focus. ANA is committed to assisting in this process and monitoring implementation requirements as they arise. The possibility of a community dedicated workplace safety and health position will be included in the monitoring process.

Supervising Summer Students (Green Team)

Summer students must be trained in all required areas prior to beginning the task. The manual will be revised to include the following:

Once the supervisor is confident that the student has received the appropriate training, the student and the supervisor must complete the Student Training Record. Part of the training can include providing the operating instructions for equipment and observing the student perform the task, particularly any aspects of the task that carries risk of harm to self or others. Returning students should complete the Student Training Record annually.

Depending on the situation, constant student supervision may not be reasonable. A system must be developed to check on the student regularly and should include some form of communication between the student and the supervisor (ex.: cell phone or two-way radio). Students must be provided with the appropriate personal protective equipment.

Competency Using Hand Tool

It is vital that council ensure that employees using hand tools are competent. This can be accomplished by:

- providing the operating instruction manual
- providing hands on training from a person who is competent in using the hand tool
- the trainer should observe the employee using the tool to ensure that the instruction is understood particularly any aspect of the tool use that carries risk of harm to self or others

Internal Responsibility System for Workplace Safety and Health

Manitoba Aboriginal and Northern Affairs is committed to being a part of your internal responsibility system for health and safety and offers this information from Manitoba Labour and Immigration.

Like all occupational safety and health legislation in Canada, the *Workplace Safety and Health Act* is built upon the internal responsibility system: those who manage or work at the workplace are in the best position to develop solutions required to control workplace hazards.

Under the act, every person in the workplace has a duty to create and maintain a safe, healthy workplace according to their authority and ability. As a result, employers have the greatest degree of legal responsibility for the safety, health and welfare of all workers because they have the greatest degree of control over the workplace. This includes taking steps to:

- reduce or eliminate hazards
- educate workers about hazards and safe work procedures
- develop and promote protective measures.

Supervisors and workers also play a major role in achieving safety and

Those who manage or work at the workplace are in the best position to develop solutions required to control workplace hazards

health in the workplace. Supervisors and workers must co-operate in controlling hazards and take the necessary precautions to protect themselves and others in the workplace.

An effective internal responsibility system demonstrates worker participation through:

- workplace safety and health representatives or committees
- inspections of their equipment/work area before beginning work
- the job hazard analysis process
- recommending/working on solutions with the employer to improve occupational safety and health in the workplace

The underlying element of meaningful worker participation in the system is the basic rights for workers under the act:

- the right to know (have information about workplace hazards)
- the right to participate (in identifying and correcting hazards in the workplace)
- the right to refuse unsafe work (based on his/her perception)
- the right to protection from discrimination (for demanding their safety and health rights)



Workplace

Changes to *The Manitoba Workplace Safety and Health Act* in 2002 created new duties and clarified existing ones for private and public employers, supervisors and workers. Among the changes was the stipulation that workplace safety and health programs must include a procedure for worker participation in workplace safety and health activities.

Because ANA believes an effective safety and health program requires employee commitment and participation, the department wrote and published *A Safe Workplace – A Workplace Safety and Health Manual for Your Community*. One element of the program requires all ANA communities to find workplace safety and health representatives who meet the requirements of the act and department policy.

Who's Responsible for What?

The workplace safety and health representative:

- inspects dangerous equipment
- co-ordinates meetings to address safety and health concerns
- follows up by telling workers about the health and safety policy and program
- notifies all workers when their worksite is considered dangerous
- accompanies supervisors or council representatives in regular inspections of the workplace and follows up on safety and health issues
- works with supervisory staff or council safety representatives to investigate accidents and problems
- distributes and displays workplace safety and health information

ANA community councils:

- respond to the recommendations of the representative within 30 days
- allow employees to meet with the representative during regular working hours about health and safety issues
- provide adequate opportunities for the representative to attend to workplace safety and health duties during regular working hours
- pay for any time spent outside of regular working hours on duties required by the position
- provide a bulletin board in a prominent place to communicate information on safety and health
- work in co-operation with the workplace safety and health representative
- advise the representative when introducing new equipment, operating procedures, chemicals, substances or materials

Safety and Health ^(WPSH) *Representatives*

Selecting WPSH representatives

As directed by the act, the workplace safety and health representative cannot be a part of the workplace management. In a unionized workplace, it is the union's responsibility to choose a representative.

In a non-unionized workplace, the community council selects a non-management employee to co-ordinate the democratic election of a representative. The elected representative serves for one year and is then eligible for re-election.

The representative's name is to be clearly displayed on a bulletin board in the workplace. The representative will have access to the safety and health program manual and will be trained in Level One Workplace Safety and Health, Hazard Recognition and Control and Investigating Workplace Incidents. All representatives must be paid for workplace safety and health training. The position also allows for two days of paid educational leave every year for safety and health training.

Follow up contributes to workplace safety and health

The representative works with management and staff to identify and resolve workplace safety and health issues. In ANA communities, representatives will inform council about staff safety and health concerns and follow up on solutions. The representative must also attend council meetings at least once every three months. Following up on concerns and reporting back to co-workers provides opportunities for everyone to contribute to a safe, healthy workplace.

Representatives who listen to the concerns of employees and keep council informed of safety and health issues can help make a real difference in a workplace. Safe, healthy workplaces reduce injury and increase staff morale and productivity.

Information for employees

The Workplace Safety and Health Act and ANA policy state workplaces managed by ANA community councils must have a prominently placed bulletin board to communicate information to staff. It contains, but is not limited to, the following information:

- the names of the workplace safety and health employee and supervisory representatives with the term-of-office end dates
- safety and health items of interest to the management and staff
- information issued by Manitoba Labour and Immigration
- information issued by Manitoba Aboriginal and Northern Affairs

Other considerations

The workplace safety and health staff and supervisory staff or management representatives can accompany a Manitoba Labour and Immigration safety and health officer during any inspection or investigation.

Both the staff and supervisors or council representatives will meet with the safety and health officer to discuss inspection or investigation reports, and are required to sign them to show they've read them.

Any worker or manager who needs information or help with resolving a workplace safety and health issue may contact Manitoba Labour and Immigration safety and health officers at any time by phone or in writing.

Manitoba Labour and Immigration
Workplace Safety and Health Division
2-401 York Avenue, Winnipeg, Manitoba R3C 0P8
204-945-3446, Toll-free: 1-800-282-8069

IMPACT

Real Action Prevents Real Injuries in Children

Since 1995, IMPACT, the injury prevention centre of Winnipeg Children's Hospital has worked to prevent injury-related hospitalizations and deaths in Manitoba's children. Injury is the number one killer of Manitoba youth from one to 19 years of age and a leading cause of hospitalization. The most common causes of childhood injury are motor vehicle collisions, falls, drowning, burns and suffocation.

Injuries are not "accidents." Research tells us how, when and where injuries typically occur. This means that injuries can be predicted and, therefore, can be prevented. Injuries can be prevented or reduced by:

- anticipating and reducing the risks
- stopping them before they occur
- reducing the severity of injuries
- responding quickly when injuries do occur

In Manitoba, many individuals and groups work in their communities to prevent childhood injuries. IMPACT encourages partnership by being actively involved in safety coalitions and networks such as the Coalition for Safer Waters, Safe Kids Canada, Canadian Collaborative Centres for Injury Prevention Control and Agencies for School Health. They share information through a website, IMPACT ON INJURIES, Manitoba's injury prevention newsletter, a lending library, consultation service, presentations and public speaking.

IMPACT also promotes research by investigating Manitoba-specific issues and programs and collecting and analysing injury data. They provide data, best practices and program evaluation as well as advocate for new legislation and improved codes, policies and standards.

**Injury is the number
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to 19 years of age.**

IMPACT actively works to reduce injury-related hospitalization and death in Aboriginal populations. This March, IMPACT ran a three-day workshop on injury prevention for community workers and health planners from Aboriginal communities. The IMPACT website features a draft Aboriginal Injury Prevention Strategy. IMPACT has just released a series of brochures on First Nations People and Injuries. This series includes:

- First Nations People and Injuries
- First Nations People and Injuries: Drowning
- First Nations People and Injuries Motor Vehicle Collisions
- First Nations People and Injuries: Falls
- First Nations People and Injuries: Fires and Burn Injuries

For brochures, charts showing leading causes of injuries and deaths in Manitoba and related information, visit the IMPACT website at www.hsc.mb.ca/impact or call 204-787-1873 or write to 820 Sherbrook Street, Winnipeg, Manitoba, R3A 1R9.

Adapted courtesy of IMPACT from *IMPACT ON INJURIES*, Manitoba's Injury Prevention Newsletter.

Developing a Drowning Prevention Strategy

The Manitoba Coalition for Safer Waters and other committed organizations have taken the first steps in developing a provincial drowning prevention strategy. This strategy will be consistent with the Provincial Injury Prevention Framework, and will include drowning reduction targets.

This process was initiated in response to Manitoba Healthy Living's work towards establishing a provincial injury prevention strategy. The regional health authorities are developing three-year injury prevention plans using the recently developed Provincial Injury Prevention Framework. Since drowning has been identified as a priority area for prevention activity, the Manitoba Coalition for Safer Waters is taking the lead in developing a co-ordinated response.

The coalition has established a steering group, with IMPACT providing secretariat support for this initiative. The first consultation was held March 23 in Winnipeg. Eighteen people attended representing 14 organizations and government departments, including:

- the Lifesaving Society
- Manitoba Conservation
- Manitoba Culture Heritage and Tourism
- Canadian Red Cross
- Manitoba Underwater Council
- RCMP Manitoba Underwater Recovery Team
- Manitoba Camping Association
- Manitoba Aboriginal and Northern Affairs
- Manitoba Safety Council
- Manitoba Hydro
- Winnipeg Police Service
- Manitoba Child Day Care
- Manitoba Health
- IMPACT

The results of this meeting will be compiled and a draft will be written and widely distributed. Individuals and organizations will have the opportunity to share their thoughts on the draft in person, at a second consultation to be held later this spring or through a written response. A final drowning prevention strategy is expected by the end of June 2005.

If you have questions or want to be involved, contact Shawn Feely at IMPACT, 204-787-1823 or e-mail sfeely@escape.ca.

Adapted courtesy of IMPACT from *IMPACT ON INJURIES, Manitoba's Injury Prevention Newsletter*.





ANA Welcomes New Consultant

Manitoba Aboriginal and Northern Affairs is pleased to welcome Kerri Thomas as municipal development consultant, Local Government Development Branch, Northern Region.

Kerri, who has a business administration diploma from Red River College, is already known to some of ANA's employees.

She worked in the Program Planning and Development Division in Winnipeg last summer where she learned much about how the department operates. Kerri has now relocated to Thompson, and looks forward to working with everyone in the communities and Northern Regions.

Safe Kids Week 2005 *Highlights Summer Safety*

Most childhood injuries are preventable. That's the belief of Safe Kids Canada, the national injury prevention program of Toronto's Hospital for Sick Children. It's also a belief held by Wendy French, Manitoba regional co-ordinator for Safe Kids Week 2005, planned for May 30 to June 5 this year and presented nationally by Safe Kids Canada.

"It's a matter of getting the information out there so people know what to look for," says French, who is also communications co-ordinator for IMPACT, the injury prevention centre at Health Sciences Centre Children's Hospital in Winnipeg.

"This year we're focussing on summer safety," says French, "particularly on things kids like most to do such as cycling, playing at the playground, going for walks and playing in the water."

French says many children suffocate on play structures simply because parents and caregivers don't know about the dangers of drawstrings on clothing. Another danger many people aren't aware of is that a child can drown in less than two inches of water, in less than a minute.

"We know these things happen," says French. She says more children die from injuries than from all childhood diseases



combined. "We are trying to educate parents, teachers, camp counsellors and anyone who is involved in child care about how they can prevent accidents."

Planning committees around the province are busy promoting Safe Kids Week 2005 with the goal of making sure parents and caregivers have enough information to keep their kids safe and active this summer.

You can find out more about Safe Kids Week 2005 plans by visiting www.sickkids.ca and clicking on the Safe Kids Week link.

About Safe Kids Canada

Dr. David Wesson, of the Hospital for Sick Children in Toronto, established Safe Kids Canada in 1992. A pediatric surgeon, Dr. Wesson became concerned about the numbers of children treated for injuries from preventable accidents. He set a goal to provide parents and caregivers information they need to keep children safer where they live, work and play. Safe Kids Canada now works with more than 1,800 partners nationally to conduct research and educate people about causes of injuries to children and ways to prevent them.

Play Safe

There are many ways for communities to get involved in Safe Kids Week 2005. By collaborating with a local law enforcement agency or other community organization, you can plan events to increase awareness about children's injuries and help prevent injuries in your community.

Cycle Safe

Organize a bike rally. Kids and their parents can take their bikes to learn about road safety and helmet use. A copy of Safe Kids Canada Five-Step Helmet Fitting Test is available on the Safe Kids website, complete with a checklist and certificate of completion.

Swim Safe

Organize a hands-on workshop about water safety. Inform parents and children about the dangers of being in and around the water. Have a variety of personal flotation devices available to demonstrate proper use and provide information about the product.

Walk Safe

Walking is an excellent activity for schools and families. Organize a "Walk to School Day" event and encourage everyone to participate. Hold an assembly first thing in the morning and provide information about walking on the sidewalk or, if there isn't a sidewalk, walking on the side of the road. Involve kids in the assembly by presenting a skit or play about being a safe pedestrian. Visit the Safe Kids Canada website for a "Walkability Checklist."

Doctor! Doctor!

Community health care providers play a significant role in preventing injuries by providing safety guidance and counselling. Invite your local community health care provider to speak to children and their caregivers about child safety and injury prevention.



Safety is the Issue

At work and play, a safe, healthy environment is important to everyone.

Manitoba Aboriginal and Northern Affairs (ANA) staff take an active role in the well-being of the people they serve. They know that, by working with communities and providing them with access to good information, they can improve overall health and safety for all Manitobans.

For the workplace, ANA has recently developed and introduced a new workplace health and safety manual, *A Safe Work Place – A Workplace Safety and Health Manual for Your Community*. The new manual has been introduced in recent months through information sessions and community visits to help councils and community staff learn how it applies to them.

This issue of *Community Contact* features excerpts from the manual and provides helpful information about how we can all work together to reduce the risk of workplace injuries and illness and provide a healthy work environment.

This issue also features information about child safety and drowning prevention. Keeping a safe environment for children is every bit as important as keeping workplaces safe. Accidents claim the lives of more children than diseases. Carefully consider the information provided and see what kinds of changes you can make that will ensure safer, healthier places for everyone to work and play.

Finally, as spring thaw leads to the lazy days of summer, we all have to be aware of the dangers of being in and around water. Manitoba is home to some of the country's most beautiful lakes and rivers. We're all responsible for water safety. Take a moment to read up on ways we can prevent drowning. Let's work together to keep each other safe this summer.

Make Your Home CHILD SAFE

Every year, more children die from injuries than from all childhood diseases combined. Injuries also mean pain and suffering, doctors' visits and hospital stays. Many injuries to babies and children are preventable.

Is your home safe for children? The checklists here were adapted from the IMPACT website at www.hsc.mb.ca/impact. If you cannot check off these items, you need to act now.



Prevent Poisoning

- ☐ Store medicines, cleaners, chemicals and pesticides in child resistant containers and out of reach.
- ☐ Keep alcohol and tobacco out of reach.
- ☐ Be sure all house and garden plants are non-toxic. If you are unsure, check with the poison control centre 204-787-2591 or visit the IMPACT website.



Prevent Cuts

- ☐ Make sure counters and tables have rounded corners or corner guards.
- ☐ Store scissors, knives, tools and other sharp objects out of reach and sight where possible.



Avoid Burns

- ☐ Set your hot water tank no higher than 49°C (120°F).
- ☐ Keep matches and lighters stored where children can't see or reach them.
- ☐ Install smoke alarms on each level and in each sleeping area. Change batteries twice a year or, if you have a hard-wired smoke alarm, be sure it is operating.
- ☐ Cover electrical outlets not in use.
- ☐ Always keep hot drinks and foods out of children's reach.
- ☐ When cooking, be sure pot handles and cords are out of children's reach.
- ☐ Make sure children are unable to reach stove controls and understand the danger.
- ☐ Keep a fire extinguisher in the kitchen.



Prevent Choking and Suffocation

- ☐ Keep small toy parts and other choking hazards (coins, plastic bags and balloons) out of reach of babies and toddlers
- ☐ Never give children under four years old foods that can cause choking such as raw carrots, hard candies, whole hot dogs or whole grapes.
- ☐ Keep cords to drapes and blinds out of reach.
- ☐ Do not allow infants to sleep in car seats when not in a car.



Prevent Drowning

- ☐ Always watch small children in the bathtub.
- ☐ Do not use a bathtub seat with suction cups.
- ☐ Install a toilet lid lock.
- ☐ Always empty pails, baby baths and splash pools after use.
- ☐ Always have an adult watch children in and around swimming pools, wading pools, ponds and ditches.
- ☐ Be sure an adult is always at arm's length from infants and toddlers around water.



Prevent Falls

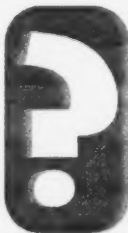
- ☐ Never leave a baby alone on a high place such as a bed, change table or sofa.
- ☐ Always fasten safety belts on strollers, high chairs and shopping carts.

- ☐ Put non-slip backing on loose rugs.
- ☐ Block toddler access to stairs with a solid, wall-mounted gate.
- ☐ Never use a baby walker.
- ☐ Restrict window openings to 10 centimetres (4 inches).
- ☐ Keep furniture, step stools and toy boxes away from windows.
- ☐ Don't allow children under six years old on the upper bunk of bunk beds. Attach the ladder securely and make sure all sides have guardrails.
- ☐ Always supervise young children on decks and balconies.



And Don't Forget

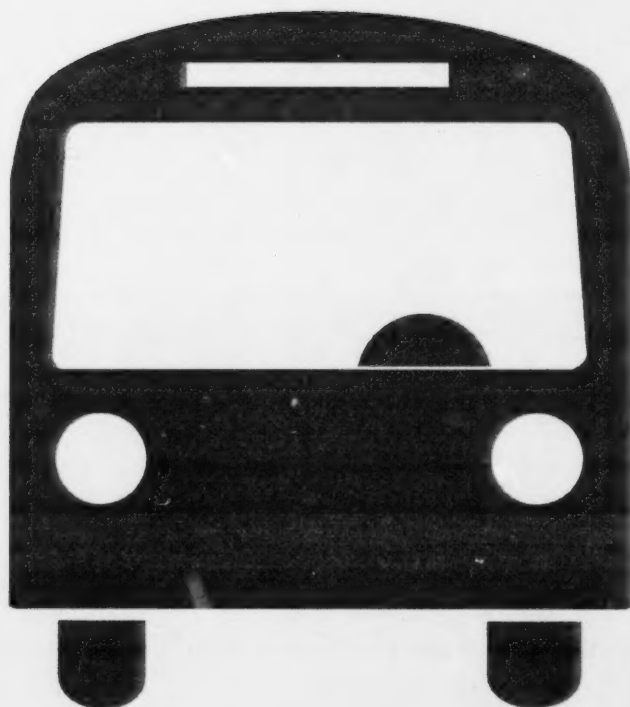
- ☐ Cribs, high chairs and stationary activity centres should not allow children to reach hazards such as windows, electrical cords or hot appliances.
- ☐ Attach furniture, bookcases and televisions to walls and anchor your stove to the floor.
- ☐ Make sure baby cribs meet 1986 safety standards. Older cribs are dangerous. Sides should lock, the mattress should be tight against all sides and used at the lowest level once the baby can sit up.



Questions?

Contact IMPACT at 204-787-1873 or visit www.hsc.mb.ca/impact or write to 820 Sherbrook Street, Winnipeg, Manitoba, R3A 1R9.

TAKE THE COMMUTER *Challenge*



June 5 to 11

Manitobans have won top honours in the Canada-wide Commuter Challenge for the past two years – and you can help make it three in a row by leaving your car at home and using alternative transportation to get to work.

Cars are the largest single source of greenhouse gas emissions in Manitoba, causing climate change and air pollution. Join the thousands of Manitobans who are car pooling, walking, biking, roller blading and paddling their way to work during Environment Week, June 5 to 11. For more information contact: Serge LaRoche at Resource Conservation Manitoba 204-925-3772 or visit resourceconservation.mb.ca and take the challenge!

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Community Council members, community residents and departmental staff are strongly encouraged to submit feedback, comments, questions, suggestions and ideas to the editor.